



AN EQUAL OPPORTUNITY EMPLOYER  
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF INYO  
ANNOUNCES AN **OPEN RECRUITMENT** FOR:

**COURT TECHNOLOGY SYSTEMS AND RECORDS MANAGEMENT SPECIALIST I**

**Application Deadline: December 15, 2011**

**DEPARTMENT:** Superior Court  
**LOCATION:** Countywide  
**SALARY:** Range 65 \$3671 \$3859 \$4053 \$4255 \$4464\*\*

**\*\*BENEFITS:** CalPERS Retirement System (2% at 55); employee contribution of 7% paid by Inyo County (EPMC reported as wages). Medical Plan – employee responsibility for employee and dependent monthly premium is 1% of base salary on PERS Choice plan; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

**DEFINITION:** Under general direction and supervision of the Court Information Technology Manager and Court Operations Administration, this technical, entry-level position provides hardware, software, and other technical support to Court Personnel. This position will also be responsible for working with the Court Information Technology Manager and Court Administration in developing and managing the Court records and electronic files for storage. This may include organization, conversion, integration and scanning of files for storage, with frequent consultation with Court users on automated records management applications and software/hardware solutions. This position may be assigned to specific projects and may include the responsibility for time estimates, ongoing support, and implementation of projects. The successful candidate will work with Court users to identify and/or solve technological problems; this includes problem recognition, research, isolation, and resolution.

**ESSENTIAL JOB DUTIES:**

1. Procure, install, and maintain network and personal computer hardware and software.
2. Act as a liaison and primary resource/point of contact between in-house users and the Court technology department to troubleshoot and maintain technological equipment and court operations.
3. Completes daily operations as assigned; provides hands-on support for designated user requests; is endowed with a significant amount of archiving and imagine of closed court files; conducts the work necessary to complete/implement assigned projects.
4. Learn all areas of court operations and system functionality and train staff in the use thereof.
5. Write procedures, under direction of Court Information Technology Manager, for use by court staff and train court staff in system functions and procedures, as well as record management, archival process, electronic storage and filing, and document imaging.

6. Assist with the organization and maintenance of current case histories of the Court electronically through computers, scanners, and other electronic record keeping devices used to collect and manage court files.
7. Arrange, describe, preserve, provide, and electronically file Inyo County Superior Court records for long-term access by court users and staff. Recommends and implements records reformatting, indexing, and delivery solutions for permanent and inactive records.
8. Prepare closed Court files for archiving. Evaluate file status, determine if case is eligible for archiving, , organize file, ensure reporting documents are complete and submitted to DOJ, scan records, archive files for records management processing, learning new systems or software platforms for maintenance, such as Microfiche, Microfilm, copy photography, and/or digital imaging.
9. Organize, converse, integrate and scan court files for storage, with frequent consultation with Court users on automated records management applications and software/hardware solutions.
10. Writes retention schedules, researching retention periods as necessary. Performs inventories of active and inactive record storage areas and coordinates scheduling of records disposition; recommends active and inactive records storage periods, in coordination with the Court IT Manager and Executive Team.
11. Participate in State, local, and vendor technology/data communications meetings, workshops, trainings, and all technology/data communications activity on behalf of the court, and as approved by the Court Executive Officer.
12. Work with Court IT Manager and Executive Administration to plan for future technology/data communications needs of the court.
13. Ensures adherence to position specifications and Information Services defined and professional standards and methodologies, upholding the California Court Employee Code of Conduct. Frequent travel between Court Locations in Bishop and Independence. For records management piece, work is performed under typical office conditions, as well as inactive records storage areas. May involve exposure to dust and/or mold and may require the ability to lift boxes up to 40 pounds.
14. Work cooperatively with other departments and agencies concerning connectivity.
15. Work with vendors regarding upgrades, change requests, and all support issues.
16. Participate in, and complete, and other duties assigned related or closely related to records management, technology, or data communications.

## **EMPLOYMENT STANDARDS**

### **Education/Experience:**

High School graduate or equivalent with a minimum of one year advanced experience in technology, operating systems, records management, hardware/software systems. A Bachelor's degree or vocational/technical school in computer science or a related field is desirable.

**Knowledge of:** Personal computer hardware and software; principles of office automation systems; principles of complex personal computer operating systems; working knowledge of computer networks; and general structure of a modern operating system. Highly desirable skills include knowledge of VoIP and wireless technologies as well as IBM AS/400 and Microsoft Exchange systems. Preparation of complicated and comprehensive documents related to technology. A background in records management, electronic storage of files, or IT troubleshooting experience is highly desirable.

**Ability to:** Transport and set up microcomputer elements including CPUs, monitors, printers (up to 80 pounds) on a frequent basis; including pick-up/delivery to/from end user locations. From time to time larger/heavier items may need to be handled. Prioritize and resolve basic problems encountered with personal computers and

peripheral equipment. Maintain destruction and scanning schedule for closed files, and assist clerks with scanning and electronic filing/maintenance of current case filings. Work cooperatively with members of the Information Technology Manager as well as those contacted in the course of work in the spirit of collegiality; Develop and maintain effective working relationships; communicate effectively both verbally and in writing; follow oral and written directions and use good judgment in recognizing the scope and limit of delegated authority; research and evaluate office automation and records management hardware and software; gather, analyze, and organize information; use common sense and good judgment in planning and accomplishing goals and requirements of the position; write clear instructions; train others; demonstrate flexibility when working in a environment which challenges work priorities. Must have ability to sit or stand for extended periods; frequently stand or walk; possess normal manual dexterity and eye-hand coordination; lift and move objects up to 80 pounds; ability to ascend and descent stairs while carrying supplies or equipment; corrected hearing and vision to normal range; verbal communication; climb and descend stairs. Candidate must have transportation and flexibility to report to either Bishop and/or Independence as needed and determined by the Court Information Technology Manager. This position will rotate between both locations.

**Special requirements:** Must possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles; must successfully complete a California Department of Justice "Criminal Justice System Employee" background check prior to employment.

**SELECTION:** The number and qualifications of applicants will determine selection procedures. All items listed under Employment Standards may be used as criteria for the screening of applicants. Those meeting the greatest number of criteria will be considered the most highly qualified and may be called for an oral interview.

**APPLICATION:** Applications **must be received** in the Personnel Office, P.O. Box 249, Independence, CA 93526, no later than 5:00 p.m. on **December 15, 2011** (postmarks not accepted). Must apply on Inyo County application form. . A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached"**. Incomplete applications will not be processed.

**THIS RECRUITMENT WILL ESTABLISH AN EIGIBILITY LIST THAT MAY BE USED FOR ONE YEAR IN FILLING COUNTYWIDE VACANCIES THATMAY OCCUR IN THIS JOB CLASSIFICATION AND SALARY RANGE.**

**REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFING DISABILITIES:** Inyo County will make reasonable efforts in the recruitment process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

**CITIZENSHIP/IMMIGRATION STATUS:** Inyo County employs only U.S. citizens and lawfully non-citizens in accordance with the Immigration Reform and Control Act of 1986.